

The United States District Court/Southern District of Florida
Notice of Vacancy

Position IT Security Officer
Announcement No: 2018-CLK-04
Location: Miami, Florida
Salary Range: CL 29, \$72,858 - \$118,437 (commensurate with qualifications)
Opening Date: November 27, 2017
Closing Date: Open Until Filled - Applications received by December 11, 2017, in first review

Position Overview

The District IT Security Officer (“ISO”) performs professional and technical work related to the management of IT security policies, planning, development, implementation, training, and support for all courts units within the Southern District of Florida, which comprises U.S. District Court, U.S. Bankruptcy Court and U.S. Probation Office. The position is located in the Clerk’s Office, Computer Services Department and will be providing support to the Clerk of Court, Chief Deputy for IT, Southern District of Florida Courts, on all matters regarding IT security strategy, and implementation of IT security protocols, policies, procedures, and systems. Candidate will have periodic travel within and outside the Southern District of Florida. This position reports directly to the Director of Automation.

Representative Duties

- Review, evaluate, and make recommendations on courts’ technology security programs, including automation, telecommunications, and other technology utilized by the Clerk’s Office, Bankruptcy Court, and U.S. Probation Office. Promote and support security services available within the Southern District of Florida (Clerk’s Office, Bankruptcy Court and U.S. Probation Office).
- Provide technical advisory services to securely design, implement, maintain, or modify information technology systems and networks that are critical to the operation and success of all court units within the Southern District of Florida. Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify the appropriate managers/personnel of the risk potential.
- Provide advice on matters of IT security, including security strategy and implementation, to judges, court unit executives, and other senior court staff. Serve as an information security resource to all court units within the Southern District of Florida regarding federal and judiciary security regulations and procedures.
- Assist in the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures.
- Develop, analyze, and evaluate new and innovative information technology concepts, approaches, methodologies, techniques, services, guidance, and policies that will constructively transform the information security posture of all court units within the circuit. Make recommendations regarding best practices and implement changes in policy.
- Provide security analysis of IT activities to ensure that appropriate security measures are in place and are enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilize standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments.

- Oversee the implementation of security on information systems and the generation of security documentation for system authorization and operation. Manage information security projects (or security-related aspects of other IT projects) to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule. Prepare justifications for budget requests. Prepare special management reports as needed.
- Serve as a liaison with court stake holders to integrate security into the system development lifecycle. Facilitate project meetings, educate project stakeholders about security concepts, and create supporting methodologies and templates to meet security requirements and controls.
- Assist courts in developing policies and procedures to ensure information systems' reliability and to prevent and defend against unauthorized access to systems, networks, and data.
- Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the circuit's information technology security services.
- Establish mechanisms to promote awareness and adoption of security best practices.

Qualification Requirements

- Associates degree, preferably in an IT or business discipline - preferred.
- At least 4 years of professional IT security experience in a leadership role, a strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security systems, policies and procedures.
- Expert knowledge of computer hardware, software, networks, and theories, principles, practices, and techniques of data communications and network management, traffic, and security.

To qualify at the CL 29 level, candidate must have two years of specialized experience, including at least one year equivalent to work at the CL 28.

Preferred Qualifications and Skills

- Bachelor's Degree from an accredited four-year college or university in computer science, information systems, or business discipline.
- CISSP, CISM, or equivalent certification.
- Experience configuring, maintaining, and using Palo Alto Firewalls, SolarWinds, Nessus, Splunk, CyberArk, and other security tools.
- Experience overseeing employees and/or contractors.
- Excellent written and oral communication, presentation, organizational, and interpersonal skills.
- Ability to work in a team-oriented environment.

Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, and maintain a professional appearance and demeanor at all times.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees and subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other federal government employees such as:

- Accrue paid vacation days based on length of service and enjoy ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, Long Term Disability program and pre-tax Flexible Spending Accounts.
- Participate in a Retirement program with investments opportunities through the Thrift Savings Plan (similar to a 401K plan).

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

Organizational Relationship

This position is jointly shared and funded by the District Court, Bankruptcy and Probation. The day-to-day reporting relationship for purposes of management will be overseen by the Director of Automation for the District Court. Each of the CUEs for the three Court Units may deal directly with the IT Security Officer (ITSO) to provide policy guidance and direction on IT Security initiatives or projects relevant or unique to their Court Units. The incumbent will also be available to work on security projects impacting each of the court units independently.

Background Investigation

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Application Requirements

Qualified applicants should submit the documents electronically in PDF (preferred), or in Word format noting the announcement number 2018-CLK-04 in the subject line to: flsd_hrmail@flsd.uscourts.gov

- Cover Letter
- AO 78 – Federal Judiciary Branch Application for Employment
- Resume detailing years of specialized experience, including dates of employment, and salary history

The court will screen all applications and the best qualified applicants will be invited for a personal interview. Candidates selected for the interview will be required to take a technical skills assessment to showcase their IT Security knowledge.

Please do not copy and paste your resume into your email. If you do not follow all application requirements, your application will not be considered.

United States District Court - Human Resources
400 North Miami Avenue, Room 8S72, Miami, FL 33128
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.
Applicant must be a U.S. Citizen or eligible to work in the United States

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

It is our honor and duty to provide the support needed to enable the Court as an institution to fulfill its constitutional, statutory and societal responsibilities for all who seek justice.